Approved For Release 2004/08/25 : CIA-RDP67-00134R000100080015-5

SECRET

Executive Registry
64-7937

DD/S 64-6054

02 DEC 1964

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Inspector General's Report of Survey of the Office of Personnel

REFERENCE : Memo dtd 28 Oct 64 to DD/S fm Ex. Dir-Compt., same subject

1. This memorandum is in response to your comments, contained in reference, on our response to Recommendations No. 2, 8, 9, and 12 of the Inspector General's report of survey of the Office of Personnel.

2. Regarding Recommendation No. 2 (review of clerical requirements), the recent adjustment of Tables of Organization to conform to lower ceilings has already forced a hard look at clerical positions. However, a current project which the Office of Personnel has recently undertaken promises further review of these requirements as well as the corrective action suggested in your comment on Recommendation No. 8. In brief, Personnel is experimenting (using itself as the first guinea pig) with a plan for identifying positions and people as professional, technical, subprofessional, or clerical. These identifications will be made by operating and career service officials with assistance from the Office of Personnel. This process will require a careful examination of requirements and job titles.

3. Further regarding Recommendation No. 8, we are making progress in acquiring JOT professionals for assignment to junior administrative positions in the Clandestine Services, particularly overseas. The availability of people of this calibre for such assignments will, we believe, serve to counteract the historical practice of meeting these requirements by the promotion of senior secretaries.

4. With reference to publicity regarding counseling services (Recommendation No. 9), the Director of Personnel included these in each of the recent supervisory indoctrination lectures. He also invited supervisors to refer to his immediate office any question or problem in this field if they did not know where to seek

SECRET

25X1

Approved For Release 2004/08/25 : CIA-RDP67-00134R000100080015-5

Approved For Release 2004/08/25 : CIA-RDP67-00134R000100080015-5

assistance in the Agency. The total lack of response to this repeated invitation leads to the tentative conclusion that these services are already well known.

5. As you know, the overtime policy will be retained as it is expressed in current regulations, subject to such legal relief as may be obtained.

25X

L. K. White
Deputy Director
for Support

cc: Inspector General

SECRET
Approved For Release 2004/08/25 : CIA-RDP67-00134R000100080015-5

Approved For Release 2004/08/25 : CIA-RDP67-00134R000100080015-5

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

	UNCLASSIFIED		CONFIDENTIAL		SECRET

CENTRAL INTELLIGENCE AGENCY

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Director-Comptroller 7E12 Hqs	11 Dec	LBK noted
2	INSPECTOR GENERAL		
3			
4			
5			
6			

	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE

Remarks:

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Deputy Director for Support 7D18	

	UNCLASSIFIED		CONFIDENTIAL		SECRET

Approved For Release 2004/08/25 : CIA-RDP67-00134R000100080015-5

FORM NO. 2-61 237 Use previous editions (40)

* U.S. GOVERNMENT PRINTING OFFICE : 1961 O—587282